

53.213 Simplified acquisition procedures (SF's 18, 30, 44, 1165, 1449, and OF's 336, 347, and 348).

The following forms are prescribed as stated in this section for use in *simplified acquisition procedures*, orders under existing contracts or agreements, and orders from required sources of supplies and services:

(a) SF 18 (Rev.6/95), *Request for Quotations*, or SF 1449 (Rev. Nov 2021), *Solicitation/Contract/Order for Commercial Products and Commercial Services*. SF 18 is prescribed for use in obtaining price, cost, delivery, and related information from suppliers as specified in 13.307(b). SF 1449, as prescribed in 53.212, or other agency forms/automated formats, *may* also be used to obtain price, cost, delivery, and related information from suppliers as specified in 13.307(b).

(b) SF 30 (Rev.11/2016), *Amendment of Solicitation/ Modification of Contract*. SF 30, prescribed in 53.243, *may* be used for modifying *purchase orders*, as specified in 13.307(c)(3).

(c) SF 44 (Rev.10/83), *Purchase Order Invoice Voucher*. SF 44 is prescribed for use in *simplified acquisition procedures*, as specified in 13.306.

(d) SF 1165 (6/83Ed.), *Receipt for Cash-Subvoucher*. SF 1165 (GAO) *may* be used for imprest fund purchases, as specified in 13.307(e).

(e) OF 336 (4/86Ed.), *Continuation Sheet*. OF 336, prescribed in 53.214(h), *may* be used as a continuation sheet in *solicitations*, as specified in 13.307(c)(1).

(f) SF 1449 (Rev. Nov 2021) *Solicitation/Contract/Order for Commercial Products and Commercial Services* prescribed in 53.212, OF 347 (Rev.2/2012), *Order for Supplies or Services*, and OF 348 (Rev.4/06), *Order for Supplies or Services-Schedule Continuation*. SF 1449, OF's 347 and 348 (or approved agency forms/automated formats) *may* be used as follows:

(1) To accomplish *acquisitions* under *simplified acquisition procedures*, as specified in 13.307.

(2) To establish blanket purchase agreements (BPA's), as specified in 13.303-2, and to make purchases under BPA's, as specified in 13.303-5.

(3) To issue orders under basic ordering agreements, as specified in 16.703(d)(2)(i).

(4) As otherwise specified in this chapter (*e.g.*, see 5.503(a)(2), 8.406-1, 36.701(b), and 51.102(e)(3)(ii)).

Parent topic: Subpart 53.2 - Prescription of Forms